



BOARD OF COMMISSIONERS MEETING

**HOME FORWARD
135 SW ASH STREET
PORTLAND, OREGON**

FEBRUARY 19, 2019 6:15 PM

**VIA CONFERENCE CALL
DIAL IN NUMBER: 1.206.800.4749
CONFERENCE ID: 11663954**

INTRODUCTION AND WELCOME

PUBLIC COMMENT

General comments not pertaining to specific resolutions. Any public comment regarding a specific resolution will be heard when the resolution is considered.

MEETING MINUTES

Topic
Minutes of January 15, 2019 Board of Commissioners Meeting

CONSENT CALENDAR

Following Reports and Resolutions:			
19-02	Topic	Presenter/POC	Phone #
01	Authorize Changes to the Administrative Plan for Rent Assistance	Dena Ford-Avery Jimmy Rattanasouk	503.802.8568 503.802.8403
02	Authorize Increase to Delegated Contract Authority	Berit Stevenson	503.802.8541

03	Authorize an Amendment for Design Services for Fountain Place	Jonathan Trutt	503.802.8507
04	Authorize 85 Stories Group 6 Relocation Contract	Jonathan Trutt	503.802.8507

THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

The next Board Work Session will be Wednesday, March 6, 2019 at 5:30 PM. The meeting will take place at Home Forward, 135 SW Ash Street, in the Columbia Room. The next Board of Commissioners meeting will be Tuesday, March 19, 2019 at 6:15 PM. This meeting will take place at the Multnomah County Building, 501 SE Hawthorne Blvd, in the Commissioners Board Room.

EXECUTIVE SESSION

The Board of Commissioners of Home Forward may meet in Executive Session pursuant to ORS 192.660(2). Only representatives of the news media and designated staff are allowed to attend. News media and all other attendees are specifically directed not to disclose information that is the subject of the session. No final decision will be made in the session.

ADJOURN

MINUTES



BOARD OF COMMISSIONERS MEETING
HOME FORWARD
MULTNOMAH COUNTY BUILDING
501 SE Hawthorne Blvd. Portland, OR 97207
January 15, 2019

COMMISSIONERS PRESENT

Chair Miki Herman, Vice Chair Damien Hall, Commissioners Richard Anderson, Matthew Gebhardt, TomiRene Hettman and David Widmark

COUNSEL PRESENT

Sarah Stauffer Curtiss

STAFF PRESENT

Elise Anderson, Peter Beyer, April Berg, Michael Buonocore, Tim Collier, Ian Davie, Biljana Jesic, Rachel Langford, Kitty Miller, Melissa Richardson, Molly Rogers, Kandy Sage, Amanda Saul, Ian Slingerland, Celia Strauss, Jonathan Trutt

Chair Miki Herman convened the meeting at 6:15 PM.

PUBLIC COMMENT

None

MEETING MINUTES

Minutes of the December 18, 2018 Board of Commissioners Conference Call

Chair Miki Herman requested a motion authorizing approval of the minutes to the December 18, 2018 Board of Commissioners meeting by conference call. Commissioner TomiRene Hettman moved to adopt the motion and Matthew Gebhardt seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye
Commissioner Richard Anderson—Aye
Commissioner Matthew Gebhardt—Aye

Commissioner TomiRene Hettman-Aye
Commissioner David Widmark—Aye

MISSION MOMENT

Building Readers Initiative

Rachel Langford, Associate Director of Education Systems Alignment, introduced the Building Readers Initiative, an agency wide literacy initiative. Starting in 2018, Home Forward invested in efforts to increase literacy throughout the agency. Through book drive efforts from Barnes and Noble and the Portland Book Bank, Home Forward obtained 2500 books. Books are accessible in administrative offices throughout Home Forward sites. Book Rich Environments, a joint effort using public housing authorities to get books into the hands of residents recently selected Home Forward as a partner. Their goal is to increase accessibility to diverse books. Home Forward will provide its demographics and in exchange receive books catered to this. The partnership will also elevate the Summer Reading Kick-Off initiative at Rockwood Station and New Columbia in June 2019. Commissioners are encouraged to attend this event. More information to follow.

An additional effort of the Building Readers Initiative is the “Talking is Teaching,” in partnership with Multnomah County Library. Its focus is to build early literacy. An early pilot project at Dekum Court included placing signage throughout the property to spur conversation between residents. Home Forward intends to extend this program in 2019.

She concluded the report noting that Home Forward will continue building on the early success of this initiative to grow the program even larger in 2019.

Chair Miki Herman said it’s a terrific program inquired how books are accessible to residents. Langford answered that books are available to residents at the properties and our offices, with the intent to be kept. It is not a lending library. Research indicates that public housing can be book deserts and Home Forward seeks to increase access.

Commissioner David Widmark asked if the Book Rich Environments program will include linguistically diverse books in addition to culturally diverse books. Rachel Langford noted that initial conversations indicate that the program will provide access to both linguistic and culturally diverse books.

Noting the strong relationship with Multnomah County Library, Commissioner Matthew Gebhardt asked if there are established partnerships with local school districts initiatives

such as Battle of the Books. Langford requested for Battle of the Books titles last year and received them, however the timing of the receipt did not align with the project.

CONSENT CALENDAR

RESOLUTION 19-01-01 Authorize Executive of Resident Services Contract for The Ellington

Celia Strauss read the title of the resolution on the Consent Calendar. There being no questions, Chair Miki Herman requested a motion to approve. Commissioner TomiRene Hettman moved to adopt the Consent Calendar, Commissioner Richard Anderson seconded the motion.

The vote was as follows:

- Chair Miki Herman—Aye
- Commissioner Richard Anderson—Aye
- Commissioner Matthew Gebhardt—Aye
- Commissioner TomiRene Hettman—Aye
- Commissioner David Widmark—Aye

RESOLUTIONS

RESOLUTION 19-01-02 Authorize Contract with Yardi

The Board of Commissioners is requested to authorize a contract with Yardi Systems, Inc. (Yardi) for enterprise software licensing and implementation services. Yardi is Home Forward's software platform since 1999. Peter Beyer, Chief Financial Officer and Ian Davie, Chief Operating Officer, introduced that Yardi affects all department operations at Home Forward, from paying invoices, to closing work orders. Home Forward was the first housing authority to begin using Yardi.

Peter Beyer noted that Yardi is moving to a cloud-based model and with this transition comes risks and benefits. The conversion process will allow Home Forward to look at features incorporated into the newest features of Yardi, whereas in the past we may have taken the time to customize. The transition will allow alignment with the main standard of the software company making for ease in training and future releases. Yardi allows for a breadth of usage across main operating groups. Home Forward anticipates a year-long conversion process including test-runs, test-transitions and staff training. A "go live" goal of January 2020, has been established with a year of testing and training.

In addition to Home Forward staff, two project consultants have been engaged with access to a Yardi Implementation Leader (a former Home Forward employee).

Commissioner Richard Anderson asked if there are customizations that will not be supported in the new version of Yardi. Beyer responded that there are not many. In a handful of areas, Home Forward will need to adjust internal process and this is built into the planned conversations with staff for identifying training and functionality.

Ian Davie added that Home Forward incorporates e-learning allowing for training staff on Yardi and other topics.

Commissioner Matthew Gebhardt asked if any group will be affected more than others.

Peter Beyer noted that the accounting and finance department is using the opportunity to review the chart of accounts so there may be structural changes, but in turn increased efficiency in reporting.

Groups with more system functions that may be altered include Rent Assistance and Property Management, noting changes represent process steps and not process flow. Beyer stated intention to ensure training.

Commissioner Matthew Gebhardt asked how residents may be affected by this change.

Peter Beyer observed that in 2020 Home Forward may want to consider adding a Yardi feature of Resident Café increasing accessibility electronically. With the initial conversion there is no anticipated affect to residents.

Commissioner David Widmark asked how this transition may affect the audit process.

Beyer stated that an annual practice is interviewing the information technology team and safety controls will be monitored as part of the ongoing audit process.

Chair Miki Herman asked what is the greatest risk to Home Forward and if there is a Plan B.

Downtime is the greatest risk. Beyer answered that Yardi has guaranteed a 99% uptime metric, the greatest risk is down time and Home Forward has established a means to collect if downtown becomes a factor. Additionally, Home Forward feels that enough safety nets have been established that they anticipate meeting the target date. If not, the date can be adjusted accordingly.

There being no questions, Chair Miki Herman requested a motion to approve. Commissioner Richard Anderson moved to adopt the motion, Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye
Vice Chair Damien Hall—Aye
Commissioner Richard Anderson —Aye
Commissioner Matthew Gebhardt—Aye
Commissioner TomiRene Hettman—Aye
Commissioner David Widmark—Aye

RESOLUTION 19-01-03 Recognize Molly Rogers

Executive Director Michael Buonocore read Resolution 19-01-03. Molly Rogers has accepted a position as Assistant Director at the Portland Housing Bureau, a critical partner of the affordable housing community. In her nearly eight years at Home Forward, under her direction, the agency created over 150 new units of permanent supportive housing, converted 800 units into RAD, invested \$40 million dollars into renovations into the portfolio, deployed 90 VASH vouchers, secured over half-million dollars in energy savings, exited ten LIHTC partnerships, developed property level metrics to ensure improved metrics across the portfolio and renegotiated property management contracts with six companies. She is recognized for her exemplary service.

Commissioners praised Molly Rogers for ease in translating technical information and her time and efforts helping others understand real estate and the importance of asset management.

Molly Rogers thanked Home Forward, the juxtaposition of policy and programs. As an agency Home Forward houses thousands of people every day in the way that we feel makes the most difference. She appreciated the numerous learning opportunities and stewardship of the Board of Commissioners and management.

There being no questions, Chair Miki Herman requested a motion to approve. Vice Chair Damien Hall moved to adopt Resolution 19-01-03, Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye

Vice Chair Damien Hall—Aye
Commissioner Richard Anderson —Aye
Commissioner Matthew Gebhardt—Aye
Commissioner TomiRene Hettman—Aye
Commissioner David Widmark—Aye

ADJOURN

There being no further business, Chair Miki Herman adjourned the meeting at 6:59 PM and Commissioners moved to an Executive Session.

RECONVENED

Following the Executive Session, the Board of Commissioners reconvened the January 15, 2018 meeting at 7:36 PM.

RESOLUTION 19-01-04 Authorize Property Acquisition

There being no questions, Chair Miki Herman requested a motion to approve. Commissioner David Widmark moved to adopt Resolution 19-01-04, Commissioner TomiRene Hettman seconded the motion.

The vote was as follows:

Chair Miki Herman—Aye
Vice Chair Damien Hall—Aye
Commissioner Richard Anderson —Aye
Commissioner Matthew Gebhardt—Aye
Commissioner Toni Rene Hettman—Aye
Commissioner David Widmark—Aye

ADJOURN

There being no further business, Chair Miki Herman adjourned the meeting at 7:38 PM.

Celia M. Strauss
Recorder, on behalf of
Michael Buonocore, Secretary

ADOPTED: FEBRUARY 19, 2019

Attest:

Home Forward:

Michael Buonocore, Secretary

Mary Ann Herman, Chair

CONSENT CALENDAR



MEMORANDUM

To: Board of Commissioners
Date: February 19, 2019

From: Dena Ford Avery, Director of
Housing Choice Vouchers
503.802.8568
Subject: Authorize Changes to the
Administrative Plan for Rent
Assistance
Resolution 19-02-01

Jimmy Rattanasouk, Housing
Choice Voucher Program Manager
503.802.8403

The Board of Commissioners is requested to authorize changes to the Administrative Plan which governs Home Forward's Housing Choice Voucher Program. These changes will implement the Homeownership program for households approved through a Reasonable Accommodation.

This activity supports the One Resource Goal of our Strategic Plan: There are deeper connections and continuity between the types of housing assistance we provide that allow us to meet the evolving needs of the people we serve.

Homeownership

The Homeownership option in the Housing Choice Voucher program offers public housing agencies the administrative flexibility to expand homeownership efforts in their communities. The basic premise of the Homeownership option is that the Housing Assistance Payments normally used to assist program participants with the monthly rent may instead be used to help a first-time homeowner pay for their monthly homeownership expenses.

Home Forward initially developed and operated a Homeownership program in October 2002 as part of a pilot program. The Homeownership program allowed participants in the tenant-based Housing Choice Voucher program the option of purchasing a home while continuing to receive the monthly housing assistance subsidy to pay for their homeownership expenses. The Homeownership program provided opportunities for participants to achieve self-sufficiency, maintain housing stability, and build assets for the future. The program was successful in many ways, such that several families were able to pay off their mortgage or achieve a level of income where they no longer required assistance from Home Forward. Currently, there are four remaining households that are receiving rent subsidy from the Homeownership pilot program, and the final homeownership assistance for those participants is expected to be end in 2020.

However, there were some limitations to the Homeownership program. Many participants in the Housing Choice Voucher program did not have the income to qualify for a home loan. In the initial pilot, Home Forward used the two-mortgage model in which the household qualifies for the first mortgage on the basis of their own income without any subsidy from the housing authority. The household then obtains a second mortgage on the basis of the estimated Housing Assistance Payment, and Home Forward provided the monthly rent assistance to help pay for the second mortgage. The other limitation was that it required additional administrative burden to successfully operate the Homeownership program. We had to make sure staff with knowledge of real estate and lending transactions were available to support the participants. This also required Home Forward to enter into a Memorandum of Understanding with Portland Housing Center to provide homeownership counseling and administer the financing of loans to participants. After the initial pilot term, Home Forward made a decision to not continue or expand the Homeownership program.

Recently, Home Forward received Reasonable Accommodation requests from two households requesting that we implement a Homeownership program in order to accommodate their disability needs. Home Forward makes every effort to make sure that we administer the Housing Choice Voucher program in an empathetic way and follow reasonable accommodation guidelines so that our participants with disabilities can live independently. We also know that many landlords have worked to make sure that necessary structural changes are made to the unit in order to accommodate people's disability needs. However, there are some cases where the Homeownership program is the only option that can accommodate all of the family's disability needs.

Home Forward is required to approve as a reasonable accommodation if the household demonstrates that Homeownership is the only option that would be able to fulfil their disability

needs. For people with disabilities, the stability aspect of homeownership can be particularly important. Participants with disabilities often describe the anxiety of worrying about their housing stability. Many are concerned that their landlord will raise the rent so high that they cannot afford to cover the additional increase to their rent portion, and fear the possibility of their landlord selling the home or giving them a no cause eviction so that they would have to move. Having their own home would allow people with disabilities to feel more stable about their housing situation and give them the opportunity to make the required structural changes to accommodate their disability without waiting for the landlord to make the necessary accommodation updates. The Homeownership program may be the only way for people with disabilities to purchase a home because they tend to have lower income and less likely to have income from wages, and thus would generally not be able to qualify for a loan on their own.

The Homeownership program will provide monthly Housing Assistance Payments to households approved as a reasonable accommodation after they have completed certain conditions. For example, homeownership participants must complete a pre-assistance homeownership and housing counseling program, they must be approved by a financial institution to enter into a contract of sale, and they must pass the Housing Quality and Safety inspection completed by a Home Forward inspector in addition to paying for an independent inspection of the unit.

Capacity and Demonstrated Commitment

Home Forward has established that it has the capacity to operate a successful Housing Choice Voucher Homeownership program. We have a process for reviewing and approving reasonable accommodation requests for the Homeownership option; as well as the ability to implement the procedures and policies to govern the Homeownership program.

Participants approved for the Homeownership program will need to select a pre-assistance homeownership and housing counseling program of their choice and provide verification of successful completion of the program. Participants will also select their own lender and qualify for the first mortgage based upon their income and the estimated Housing Assistance Payment. Home Forward will make regular contact with Homeownership participants to check on the status of their housing search and for entering into a contract of sale to purchase a qualified home. If the participant is unable to locate and purchase a home within the time frame approved by Home Forward, their participation in the Homeownership program will terminate. They will be eligible to continue to receive housing assistance under the Housing Choice Voucher program.

ATTACHMENTS

Attachment 1: Revised pages to the Administrative Plan Changes being recommended



RESOLUTION 19-02-01

RESOLUTION 19-02-01 AUTHORIZES HOME FORWARD TO AMEND LANGUAGE IN THE ADMINISTRATIVE PLAN WHICH GOVERNS PROCESSES AND PROCEDURES IN THE HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, Home Forward is committed to supporting people with disabilities to meet their evolving needs and maintain housing stability; and

WHEREAS, Home Forward recognizes that people living with disabilities are disproportionately impacted by the lack of rental subsidies and affordable housing in our community; and

WHEREAS, Home Forward seeks to effectively serve low income persons with disabilities in a more intentional way by linking the housing assistance to the appropriate need; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Home Forward hereby authorizes the Executive Director to approve changes to the Administrative Plan for the Housing Choice Voucher program to implement the homeownership program as a reasonable accommodation for persons with disabilities to assure equal access to housing.

ADOPTED: FEBRUARY 19, 2019

Attest:

Home Forward:

Michael Buonocore, Secretary

Mary Ann Herman, Chair

15-VII.P. HOMEOWNERSHIP ASSISTANCE AS A REASONABLE ACCOMMODATION

The PHA is not currently operating a homeownership program beyond the pilot program as described in Sections 15-VII.A through 15-VII.O of this chapter.

If the PHA determines that it is reasonable to offer homeownership assistance as a reasonable accommodation for a person with disabilities, policies in this section will apply.

Overview [24 CFR 982.625]

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family. A family assisted under this option may be newly admitted or an existing participant in the HCV program. The PHA must have the capacity to operate a successful HCV homeownership program as defined by the regulations [24 CFR 982.625(g)].

PHA Policy

The PHA has established a minimum homeowner down payment requirement of at least three percent of the purchase price, and requires that at least one percent of the purchase price come from the family's personal resources.

There are two forms of homeownership assistance described in the regulations: monthly homeownership assistance payments and single down payment assistance grants. However, PHAs may not offer down payment assistance until and unless funding is allocated by Congress.

The PHA must offer homeownership assistance if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. It is the sole responsibility of the PHA to determine whether it is reasonable to implement a homeownership program as a reasonable accommodation. The PHA must determine what is reasonable based on the specific circumstances and individual needs of the person with a disability. The PHA may determine that it is not reasonable to offer homeownership assistance as a reasonable accommodation in cases where the PHA has otherwise opted not to implement a homeownership program.

The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

Family Eligibility [24 CFR 982.627]

The family must meet all of the requirements listed below before the commencement of homeownership assistance. The PHA may also establish additional initial requirements as long as they are described in the PHA administrative plan.

- The family must have been admitted to the Housing Choice Voucher program.
- The family must qualify as a first-time homeowner, or may be a cooperative member.
- The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. The PHA may establish a higher income standard for families. However, a family that meets the federal minimum income requirement (but not the PHA's requirement) will be considered to meet the minimum income requirement if it can demonstrate that it has been pre-qualified or pre-approved for financing that is sufficient to purchase an eligible unit.
- For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.
- For elderly or disabled families, welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement. It will not be included for other families.
- The family must satisfy the employment requirements by demonstrating that one or more adult members of the family who will own the home at commencement of homeownership assistance is currently employed on a full-time basis (the term 'full-time employment' means not less than an average of 30 hours per week); and has been continuously so employed during the year before commencement of homeownership assistance for the family.
- The employment requirement does not apply to elderly and disabled families. In addition, if a family, other than an elderly or disabled family includes a person with disabilities, the PHA must grant an exemption from the employment requirement if the PHA determines that it is needed as a reasonable accommodation.
- The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option
- Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home.
- Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale in accordance with 24 CFR 982.631(c).

PHA Policy

The PHA established additional eligibility requirements as follows:

The family must be a participant in good standing in the tenant-based Housing Choice Voucher program (participants in project-based programs are not eligible)

The family must have been receiving HCV assistance for a unit under a HAP contract for at least twelve months

The family must not owe money to any PHA

DRAFT

Eligible Units [24 CFR 982.628]

In order for a unit to be eligible, the PHA must determine that the unit satisfies all of the following requirements:

- The unit must meet HUD’s “eligible housing” requirements. The unit may not be any of the following:
 - A public housing or Indian housing unit;
 - A unit receiving Section 8 project-based assistance;
 - A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
 - A college or other school dormitory;
 - On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.
- The unit must be under construction or already exist at the time the family enters into the contract of sale.

PHA Policy

If the unit is under construction, it must be completed and ready to close, purchase, and move into within one year of acceptance into the homeownership program.

- The unit must be a one-unit property or a single dwelling unit in a cooperative or condominium.
- The unit must have been inspected by the PHA and by an independent inspector designated by the family.
- The unit must meet Housing Quality Standards (see Chapter 8).
- For a unit where the family will not own fee title to the real property, the home must have a permanent foundation and the family must have the right to occupy the site for at least 40 years.

PHA Policy (MTW)

A manufactured home must be sited on its own lot, be at least double-wide, be built after 1976, have tie-downs, and comply with current Federal Housing Administration (FHA) standards. Homes must be titled with the land, cannot be on rented space, in a park, or elsewhere.

- For PHA-owned units all of the following conditions must be satisfied:
 - The PHA informs the family, both orally and in writing, that the family has the right to purchase any eligible unit and a PHA-owned unit is freely selected by the family without PHA pressure or steering;
 - The unit is not ineligible housing;
 - The PHA obtains the services of an independent agency to inspect the unit for compliance with HQS, review the independent inspection report, review the contract of sale, determine the reasonableness of the sales price and any PHA provided financing. All of these actions must be completed in accordance with program requirements.

PHA Policy (MTW)

PHA-employed Housing Inspectors will inspect homeownership units for compliance with HQS.

The PHA must not approve the unit if the PHA has been informed that the seller is debarred, suspended, or subject to a limited denial of participation.

Additional PHA Requirements for Search and Purchase [24 CFR 982.629]

It is the family's responsibility to find a home that meets the criteria for voucher homeownership assistance. The PHA may establish the maximum time that will be allowed for a family to locate and purchase a home, and may require the family to report on their progress in finding and purchasing a home. If the family is unable to purchase a home within the maximum time established by the PHA, the PHA may issue the family a voucher to lease a unit or place the family's name on the waiting list for a voucher.

PHA Policy

The family will be allowed 180 days to identify a unit and submit a sales contract to the PHA for review. The PHA will grant one 60-day extension. The family will be allowed an additional 90 days to close on the home. The PHA may grant additional extensions to either of these periods for good cause. The length of the extension(s) will be determined on a case-by-case basis. The maximum amount of time a family will be given to locate and complete the purchase of a home under the homeownership option is 365 days.

During these periods, the family will continue to receive HCV rental assistance in accordance with any active lease and HAP contract, pursuant to the HCV administrative plan, until the family vacates the rental unit for its purchased home.

All requests for extensions must be submitted in writing to the PHA prior to the expiration of the period for which the extension is being requested. The PHA will approve or disapprove the extension request within 10 business days. The family will be notified of the PHA's decision in writing.

The family will be required to report their progress on locating and purchasing a home to the PHA every 60 days until the home is purchased.

If the family cannot complete the purchase of a unit within the maximum required time frame, and is not receiving rental assistance under a HAP contract at the time the search

and purchase time period expires, the family will be issued a voucher to lease a unit pursuant to the HCV administrative plan.

Homeownership Counseling [24 CFR 982.630]

Before commencement of homeownership assistance for a family, the family must attend and satisfactorily complete the pre-assistance homeownership and housing counseling program required by the PHA. HUD suggests the following topics for the PHA-required pre-assistance counseling:

- Home maintenance (including care of the grounds);
- Budgeting and money management;
- Credit counseling;
- How to negotiate the purchase price of a home;
- How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;
- How to find a home, including information about homeownership opportunities, schools, and transportation in the PHA jurisdiction;
- Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;
- Information on fair housing, including fair housing lending and local fair housing enforcement agencies; and
- Information about the Real Estate Settlement Procedures Act (12 U.S.C. 2601 et seq.) (RESPA), state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions.

The PHA may adapt the subjects covered in pre-assistance counseling (as listed) to local circumstances and the needs of individual families.

The PHA may also offer additional counseling after commencement of homeownership assistance (ongoing counseling). If the PHA offers a program of ongoing counseling for participants in the homeownership option, the PHA shall have discretion to determine whether the family is required to participate in the ongoing counseling.

If the PHA does not use a HUD-approved housing counseling agency to provide the counseling, the PHA should ensure that its counseling program is consistent with the counseling provided under HUD's Housing Counseling program.

Home Inspections [24 CFR 982.631]

The PHA may not commence monthly homeownership assistance payments for a family until the PHA has inspected the unit and has determined that the unit passes HQS.

PHA Policy

When the family locates a home they wish to purchase and submits a copy of their purchase offer/agreement, the PHA will conduct a housing quality standards (HQS) inspection within 10 business days. Any items found not to meet HQS must be repaired before the unit can be determined eligible for the homeownership program.

An independent professional inspector selected by and paid for by the family must also inspect the unit. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components.

The PHA may not require the family to use an independent inspector selected by the PHA. The independent inspector may not be a PHA employee or contractor, or other person under control of the PHA. However, the PHA may establish standards for qualification of inspectors selected by families under the homeownership option.

PHA Policy

The family must hire an independent licensed professional inspector, whose report must be submitted to the PHA for review. This inspector must be qualified to report on property conditions, including major building systems and components, and must be approved by the lender. The inspector may not be a PHA employee.

The independent inspector must provide a copy of the inspection report both to the family and to the PHA. The PHA may disapprove a unit for assistance based on information in the independent inspector's report, even if the unit was found to comply with HQS.

PHA Policy

The PHA will review the professional report in a timely fashion and, based on the presence of major physical problems, may disapprove the purchase of the home.

If the PHA disapproves the purchase of a home, the family will be notified in writing of the reasons for the disapproval.

While the family is receiving homeownership assistance, the PHA will conduct an HQS inspection every other year.

Contract of Sale [24 CFR 982.631]

Before commencement of monthly homeownership assistance payments, a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must give the PHA a copy of the contract of sale. The contract of sale must:

- Specify the price and other terms of sale by the seller to the purchaser;
- Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser;
- Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser;
- Provide that the purchaser is not obligated to pay for any necessary repairs; and
- Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under CFR part 24.

Disapproval of a Seller [24 CFR 982.631]

In its administrative discretion, the PHA may deny approval of a seller for the same reasons a PHA may disapprove an owner under the regular HCV program [see 24 CFR 982.306(c)].

Financing [24 CFR 982.632]

The PHA may establish requirements for financing purchase of a home under the homeownership option. This may include requirements concerning qualification of lenders, terms of financing, restrictions concerning debt secured by the home, lender qualifications, loan terms, and affordability of the debt. The PHA must establish policies describing these requirements in the administrative plan.

A PHA may not require that families acquire financing from one or more specified lenders, thereby restricting the family's ability to secure favorable financing terms.

If the purchase of the home is financed with FHA mortgage insurance, such financing is subject to FHA mortgage insurance requirements.

PHA Policy

The PHA has established requirements for financing purchase of a home to be assisted under the homeownership option. The following forms of financing provisions are prohibited:

- Balloon payment mortgages
- Variable-rate interest
- Pre-payment penalties on conventional loans
- Seller financing
- Interest only mortgage

Only FHA, VA, or conventional loans from a regulated provider are allowed. If the purchase of the home is financed with FHA or VA mortgage insurance, such financing is

subject to FHA or VA requirements. Otherwise, all underwriting standards of the selected lender's financing program will apply.

After a lender qualifies a family for a loan, the family must provide written verification of qualification to the PHA. The PHA will review the terms of financing before authorizing homeownership assistance. The PHA reserves the right to disapprove any proposed financing, refinancing, or financing for improvements or repairs if the PHA determines that the debt is unaffordable, or if the PHA determines that the lender or the loan terms do not meet PHA qualifications.

The PHA will consider the debt unaffordable if the family's total contribution toward the mortgage exceeds 50% of the family's gross monthly income.

As long as the family is receiving homeownership assistance, before any refinancing of the mortgage debt or financing for improvement or repairs is finalized, the family must provide the PHA with all information concerning the terms of the new financing in writing. The PHA must approve the new lender and financing terms before the new financing can take place.

Homeownership assistance will not be used to assist the purchasing family with financing costs such as downpayment, closing costs, independent inspection, appraisal etc.

Continued Assistance Requirements; Family Obligations [24 CFR 982.633]

Homeownership assistance may only be paid while the family is residing in the home. If the family moves out of the home, the PHA may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the PHA the homeownership assistance for the month when the family moves out.

Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

The family must comply with the following obligations:

- The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
- The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member, subject to 24 CFR 982.633. Use and occupancy of the home are subject to 24 CFR 982.551 (h) and (i).
- The family must supply information to the PHA or HUD as specified in 24 CFR 982.551(b). The family must further supply any information required by the PHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.
- The family must notify the PHA before moving out of the home.
- The family must notify the PHA if the family defaults on the mortgage used to purchase the home.
- No family member may have any ownership interest in any other residential property.

- The family must comply with the obligations of a participant family described in 24 CFR 982.551, except for the following provisions which do not apply to assistance under the homeownership option: 24 CFR 982.551(c), (d), (e), (f), (g) and (j).

The PHA may establish additional requirements for continuation of homeownership assistance for the family (for example, a requirement for post-purchase homeownership counseling or for periodic unit inspections while the family is receiving homeownership assistance). The family must comply with any such requirements.

Maximum Term of Homeownership Assistance [24 CFR 982.634]

Except in the case of a family that qualifies as an elderly or disabled family, other family members (described below) shall not receive homeownership assistance for more than:

- Fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or
- Ten years, in all other cases.

The maximum term described above applies to any member of the family who:

- Has an ownership interest in the unit during the time that homeownership payments are made; or
- Is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.

In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.

If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance).

If the family has received such assistance for different homes, or from different PHAs, the total of such assistance terms is subject to the maximum term described in this part.

Homeownership Assistance Payments and Homeownership Expenses [24 CFR 982.635]

The monthly homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the monthly homeownership expenses minus the total tenant payment. The annual income and total tenant payment will be determined in accordance with MTW rent reform policies as described in Chapter 6. The regular reexaminations of family income and composition will be conducted in accordance with MTW policies in Chapter 11.

The payment standard for a family is the lower of (i) the payment standard for the family unit size or (ii) the payment for the size of the home.

In determining the amount of the homeownership assistance payment, the PHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described elsewhere in this plan for the Housing Choice Voucher program. The payment standard for a family is the greater of (i) The payment standard (as determined in accordance with the paragraph above) at the commencement of homeownership assistance for occupancy of the home, or (ii) The payment standard (as determined in accordance with the paragraph above) at the most recent regular reexamination of family income and composition since the commencement of homeownership assistance for occupancy of the home.

The PHA may pay the homeownership assistance payments directly to the family, or at the PHA's discretion, to a lender on behalf of the family. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.

PHA Policy

The PHA's housing assistance payment will be paid directly to the family. It will be the family's responsibility to make the entire payment to the lender. Any charges for late payments will be the family's responsibility.

Homeownership assistance for a family terminates automatically 180 calendar days after the last homeownership assistance payment on behalf of the family. However, a PHA may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.

PHA Policy

Homeownership assistance for a family will terminate automatically 180 calendar days after the PHA's last homeownership assistance payment on behalf of the family. The PHA will not grant relief from this requirement under any circumstances.

The PHA must adopt policies for determining the amount of homeownership expenses to be allowed by the PHA in accordance with HUD requirements.

Homeownership expenses for a homeowner (other than a cooperative member) may only include amounts allowed by the PHA to cover:

- Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;
- Real estate taxes and public assessments on the home;
- Home insurance;
- The PHA allowance for maintenance expenses;
- The PHA allowance for costs of major repairs and replacements;
- The PHA utility allowance for the home;
- Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person;
- Land lease payments where a family does not own fee title to the real property on which the home is located; [see 24 CFR 982.628(b)].
- For a condominium unit, condominium operating charges or maintenance fees assessed by the condominium homeowner association.

PHA Policy

The PHA will allow the following homeownership expenses:

- Principal and interest on initial mortgage debt, taxes and insurance, and any mortgage insurance premium incurred to finance purchase of the home, if applicable.
- Real estate taxes and public assessments on the home
- Home insurance
- Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person
- The PHA utility allowance for the home, based on the HCV utility allowance schedule
- Land lease payments where a family does not own fee title to the real property on which the home is located

- Condominium operating charges or maintenance fees, if applicable.

Homeownership expenses for a cooperative member may only include amounts allowed by the PHA to cover:

- The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;
- Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;
- Home insurance;
- The PHA allowance for maintenance expenses;
- The PHA allowance for costs of major repairs and replacements;
- The PHA utility allowance for the home;
- Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person
- Cooperative operating charges or maintenance fees assessed by the cooperative homeowner association.

PHA Policy

The PHA will allow the following homeownership expenses for a cooperative member:

- Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;
- Real estate taxes and public assessments on the home
- Home insurance
- Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person
- The PHA utility allowance for the home, based on the HCV utility allowance schedule
- Cooperative operating charges or maintenance fees, if applicable.

Portability [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553]

Subject to the restrictions on portability included in HUD regulations and PHA policies, a family may exercise portability if the receiving PHA is administering a voucher homeownership program and accepting new homeownership families. The receiving PHA may absorb the family into its voucher program, or bill the initial PHA.

The family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA will determine whether the financing for, and the physical condition of the unit, are acceptable. The receiving PHA must promptly notify the initial PHA if the family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the PHA.

Moving with Continued Assistance [24 CFR 982.637]

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

The PHA may deny permission to move to a new unit with continued voucher assistance:

- If the PHA has insufficient funding to provide continued assistance. In this case, the PHA must provide written notification to the local HUD Office within 10 business days of determining it is necessary to deny moves based on insufficient funding.
- In accordance with 24 CFR 982.638, regarding denial or termination of assistance.
- In accordance with the PHA's policy regarding number of moves within a 12-month period.

PHA Policy

For families participating in the homeownership option, requests to move will be approved and/or denied in accordance with policies in Chapter 10.

The PHA must deny the family permission to move to a new unit with continued voucher rental assistance if:

- The family defaulted on an FHA-insured mortgage; and
- The family fails to demonstrate that the family has conveyed, or will convey, title to the home, as required by HUD, to HUD or HUD's designee; and the family has moved, or will move, from the home within the period established or approved by HUD.

Denial or Termination of Assistance [24 CFR 982.638]

At any time, the PHA may deny or terminate homeownership assistance in accordance with HCV program requirements in 24 CFR 982.552 (Grounds for denial or termination of assistance) or 24 CFR 982.553 (Crime by family members).

The PHA may also deny or terminate assistance for violation of participant obligations described in 24 CFR Parts 982.551 or 982.633 and in accordance with its own policy.

The PHA must terminate voucher homeownership assistance for any member of family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage (whether FHA insured or non-FHA) securing debt incurred to purchase the home, or any refinancing of such debt.

PHA Policy

The PHA will terminate a family's homeownership assistance if the family violates any of the homeowner obligations listed in the Statement of Homeowner Obligations Housing Choice Homeownership Voucher Program (form HUD-52649) or any obligations under the Housing Choice Voucher program.

In making its decision to terminate homeownership assistance, the PHA will consider alternatives as described in Section 12-II.C and other factors described in Section 12-II.D. Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Termination notices will be sent in accordance with the requirements and policies set forth in Section 12-II.F.



MEMORANDUM

To: Board of Commissioners Date: February 19, 2019

From: Berit Stevenson, Manager,
Procurement and Contracts
503.802.8541 Subject: Authorize Amendment to Home
Forward Public Contracting Rules
and Procedures Manual
Resolution 19-02-02

The Board of Commissioners is requested to authorize and amend the Home Forward Public Contracting Rules and Procedures Manual. The amendment would increase the delegated authority from the Board to the Executive Director for executing contracts and amendments up to \$1,000,000 for contracts and \$500,000 for amendments.

This action supports Strategic Plan Goal, One Agency: We build our skills and work together in ways that help us constantly evolve and improve our ability to serve our community.

At the October, 2018, Executive Committee meeting, Board Chair Herman requested staff to review the current delegated contract authority of \$100,000. This request included surveying other local agencies' practices and, based on such research, to provide a recommendation to the Board for a potential change to the delegated contract authority. Staff of the Procurement and Contracts department conducted the requested research and presented the results, along with a recommendation to the Executive Committee and at the work session in February, 2019. The research indicated a range of delegated authority – from \$300,000 to unlimited delegated authority. The attached memo dated February 6, 2019 and presented at the Work Session, details the research related to practices and policies of other public agencies.

Staff recommend modifying the current delegated authority to \$1,000,000 for new contracts and \$500,000 for amendments. Staff believe these levels are generally at a midpoint in the range of other agencies' practices. Staff are recommending a set numerical amount of \$500,000 for amendments rather than a percentage primarily due to the needs of large construction projects. These contracts are typical of either Construction Manager/General Contractor (CM/GC) or Design-Build approaches, both of which start with small initial contracts (for programming or design) and are later amended to authorize the construction phase. Based on the knowledge of our construction projects and the changes that arise during construction, a percentage limit on amendments for these "start small, get larger" construction contracts would be an impractical approach.

As was discussed at both the Work Session and the Executive Committee, staff may opt to, and regularly do, bring a contract to the Board of Commissioners for consideration even if the contract amount does not necessitate Board approval. This occurs when staff feel the subject matter of the contract is of particular interest to the Board and/or when the contract pertains to a new project, program or partnership.

A final component of this recommendation is the implementation of a new practice to provide the Board with information regarding anticipated formal solicitations. Specifically, staff suggest that the monthly contract report submitted to the Board be modified to include a section detailing a six-month look-ahead of forthcoming formal solicitations. This will provide the Board with information on future procurements and will be reviewed monthly at the Executive Committee.

To implement this recommendation, Section 46-0170 (1) of the Home Forward Public Contracting Rules and Procedures Manual would be amended. Specifically the Section would read:

46-0170

Delegation of Authority.

(1) Policy. Pursuant to ORS 279A.075 and 456.135, the Board delegates to the Executive Director or his/her designee, the authority to enter into and approve payment on contracts for products, materials, capital outlay, equipment, and services (including but not limited to design and construction services) if:

(a) The Contract or amendment is within appropriations made by the Board pursuant to ORS 294.456; and

(b) The total amount of the Contract is \$1,000,000 or less and the total amount of the amendment is \$500,000 or less.



RESOLUTION 19-02-02

RESOLUTION 19-02-02 AUTHORIZES AN AMENDMENT TO THE HOME FORWARD PUBLIC CONTRACTING RULES AND PROCEDURES MANUAL

WHEREAS, currently, the Home Forward Public Contracting Rules and Procedures include a delegation by the Board of Commissioners to the Executive Director, or his designees, to execute and approve payment on public contracts and amendments of \$100,000 or less; and

WHEREAS, based on a request by the Chair of the Board of Commissioners, staff reviewed the delegated authority of other public agencies which range from \$300,000 to delegation without a dollar limit; and

WHEREAS, the current delegation threshold of \$100,000 has been in place for over 15 years; and

WHEREAS, staff of the Procurement and Contracts Department are recommending a delegated contracting authority of \$1,000,000 and less for contracts and \$500,000 and less for amendments; and

WHEREAS, these amounts are in line with delegation amounts at other agencies; and

WHEREAS, a new section will be added to the monthly contracts report provided to the Board detailing a six-month look-ahead of formal procurements, providing information on up-coming contracts;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward amends Section 46-0170 (1) of the Home Forward Public Contracting Rules and Procedures Manual to read:

Delegation of Authority.

(1) **Policy.** Pursuant to ORS 279A.075 and 456.135, the Board delegates to the Executive Director or his/her designee, the authority to enter into and approve payment on contracts for products, materials, capital outlay, equipment, and services(including but not limited to design and construction services) if:

- (a) The Contract or amendment is within appropriations made by the Board pursuant to ORS 294.456; and
- (b) The total amount of the Contract is \$1,000,000 or less and the total amount of the amendment is \$500,000 or less.

ADOPTED: FEBRUARY 19, 2019

Attest:

Home Forward:

Michael Buonocore, Secretary

Mary Ann Herman, Chair



MEMORANDUM

To: Board of Commissioners

Date: February 6, 2019

From: Berit Stevenson, Procurement and
Contracts Manager
503.802.8541

Subject: Recommendation to Increase
Delegated Contract Authority

At the October, 2018, Executive Committee meeting, Board Chair Herman requested staff to review the current delegated contract authority of \$100,000. This request included surveying other local agencies' practices and, based on such research, to provide a recommendation to the board for a potential change to the delegated contract authority.

RESEARCH

Initially staff of the Procurement and Contracts Department contacted four other agencies. Based on direction at the January, 2018, Executive Committee meeting, the Seattle Housing Authority was also contacted.

Multnomah County

The County has a complicated system for delegating contract authority that involves a set dollar amount of \$150,000 and then the ability to modify this amount for each contract by indicating a different amount in each procurement documentation. This results in a "case-by-case" system. As there are no established thresholds for contract amounts, this approach appears problematic and arduous to implement. Staff do not recommend this system based on its inherent uncertainty.

City of Vancouver, Washington

The City of Vancouver has a more straightforward system. The Board of Commissioners has delegated authority to staff to execute contracts and amendments up to \$300,000.

City of Portland

The City of Portland is in the process of revising their delegated contract authority. Currently, the Chief Procurement Officer has been delegated the authority to sign contracts for goods and services and construction at \$1,000,000, and \$500,000 for professional services. A recommendation to modify these limits to \$1,000,000 for all contracts is under consideration by the City Council in the form of updates to the City's Procurement Code. The first consideration of these new rules was December 5, 2018. City Council responded positively, and City staff expect approval of the code updates to take place in early 2019. In addition, the City's rules provide for delegated authority to increase contract values up to 25% by amendment.

Metro

Metro's contracting administrative rules include a broad delegation of authority to award and execute contracts to the Chief Operating Officer, the Metro Attorney and the Auditor without any limits.

Seattle Housing Authority

Like Home Forward, the Seattle Housing Authority is a Moving to Work (MTW) agency. Jena Richmond, the Contracts and Procurement Manager, indicated that the Board of Commissioners has delegated contracting authority to staff without limitation. Specifically, the Contracts and Procurement Manager can sign contracts at the \$150,000 level and the Executive Director is authorized to sign all contracts without limit. This approach is justified based on several considerations:

- The board receives notice of major projects and programs via the annual budget process and the MTW Plan, both of which they review and approve
- Formal solicitations are brought before the board in advance of issuance as an informational item
- Delivering services or projects in a timely manner is critical to the agency's work, and organizing schedules around the Board of Commissioners meetings is an avoidable delay.

RECOMMENDATION

Based on the above research, staff of the Procurement and Contracts Department recommend modifying the current delegated authority to \$1,000,000 for new contracts and \$500,000 for amendments. Staff believe these levels are generally at a midpoint in the range of other agency practices. Staff are recommending a set numerical amount of \$500,000 for amendments rather than a percentage, as is utilized by the City of Portland, primarily due to the needs of our large construction projects. These contracts are typically either Construction Manager/General Contractor (CM/GC) or Design-Build approaches, both of which start with small initial contracts (for programming or design) later amended to authorize the construction phase and add the cost of construction. Based on historical knowledge of our construction projects and the changes that arise during construction, a percentage limit on amendments for these “start small, get larger” construction contracts would be an impractical approach. Of course, staff may choose to, and often do, bring certain contracts to the Board of Commissioners for consideration even if the contract amount does not dictate Board of Commissioners approval. This occurs when staff feel the subject matter of the contract is of particular interest to the board. A final component of this recommendation is the implementation of a new practice to provide the board with information regarding future formal solicitations. Specifically, staff suggest that the monthly contract report submitted to the Board be modified to include a section detailing a six-month look-ahead of formal solicitations. Similar to the Seattle Housing Authority, this will provide the Board with information on future procurements.



MEMORANDUM

To: Board of Commissioners
Date: February 19, 2019

From: Jonathan Trutt, Director,
Development and Community
Revitalization
503.802.8507
Patrick Rhea, Project Manager,
Development and Community
Revitalization
503.802.8311

Subject: Authorize Amendment with
Lorentz Bruun Construction for DB
Design Services for the
Renovation of Fountain Place
Apartments
Resolution 19-02-03

The Board of Commissioners is requested to authorize the Executive Director or his designee to amend the contract between Home Forward and Lorentz Bruun Construction (LBC) for design services as part of the overall design/build contract at the Fountain Place Apartments to support an affordable housing rehabilitation project. This amendment process, which is common in the course of completing design services, will cover all design-related services through the completion of construction. This action supports Strategic Plan Goal, One Portfolio: Our real estate is stable for generations to come and meets the needs of the people and the neighborhoods it serves.

Per the contract amendment, the design/build team will perform the following activities:

- Schematic Design
- Design Development
- Construction Documents
- Permit Documents
- Bid Packages
- Cost Estimating and Value Engineering

The cost for design services in this amendment is \$818,216. The current budget for all design/build services for the rehabilitation of Fountain Place Apartments, including construction and contingency, is \$11,504,968.

Design Build Contract	
1. Programming	\$99,393
2. Design/Documents (current)	\$818,216
3a. Construction GMP (future)	\$9,603,801
3b. Construction Administration (future)	\$407,498
Total Estimated D-B Contract	<u>\$10,928,908</u>
Budget & Contingencies	\$11,504,968

The schedule to complete the design phase is January 2020. Concurrently, the design/build team will be preparing bid packages and bidding the construction work in anticipation of bringing a total Guaranteed Maximum Price (GMP) for construction work and construction administration to the Board in February 2020. Rehabilitation would begin upon execution of the GMP contract and take approximately 14 months.

Physical improvements to the Fountain Place Apartments supports the current Strategic Plan’s One Portfolio Objective by using financing to leverage funds for preservation. Home Forward received \$5 million from Oregon Housing and Community Services (OHCS) and is pursuing \$9,128,000 million of 4% tax credits. Gap financing includes a construction loan, re-financing, debt restructuring, deferred developer fee and Home Forward financing of \$2.4 million.

Home Forward’s preservation strategy is to preserve and rehabilitate the existing 80 public housing apartments at this property through significant capital investment. Fountain Place Apartments is a designated Unreinforced Masonry (URM) building. The proposed rehabilitation will stabilize the structural components of the building. This investment will decrease maintenance costs and improve safety and residents’ quality of life.

In July 2018, Home Forward’s Procurement and Contracting Department conducted a formal procurement process, issuing a Request for Proposals (RFP) to identify and select a design/build team to provide programming, design and construction services at Fountain Place Apartments. In October 2018, the Board authorized the initial programming phase

of the Design/Build contract with Lorentz Bruun Construction for Fountain Place Apartments.

The authorization of the attached resolution will initiate the design services phase and subsequently, a proposed Guaranteed Maximum Price (GMP) construction amendment will follow. Costs for this future phase will be negotiated with Lorentz Bruun Construction, leading to an additional resolution requiring Board of Commissioners approval prior to construction start.



RESOLUTION 19-02-03

RESOLUTION 19-02-03 AUTHORIZES THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO EXECUTE AN AMENDMENT WITH LORENTZ BRUUN CONSTRUCTION FOR DESIGN SERVICES FOR FOUNTAIN PLACE APARTMENTS

WHEREAS, Home Forward Board of Commissioners previously authorized the submission of the Notice of Available Funding (NOFA) applications for Fountain Place Apartments; and

WHEREAS, Home Forward undertook a formal competitive process for design/build services for the renovation of Fountain Place Apartments; and

WHEREAS, Lorentz Bruun Construction was identified as the most advantageous proposer by the selection committee; and

WHEREAS, Lorentz Bruun Construction was award a contract to provide program phase services with options to extend additional phases; and

WHEREAS, the programming phase has been successfully completed and accepted by staff knowing the construction phase will be forthcoming; and

WHEREAS, Home Forward contracting rules require approval of the Home Forward Board of Commissioners for contract and contract amendments in excess of \$100,000;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Executive Director, or his designee, to execute a contract amendment with Lorentz Bruun Construction in the amount of \$818,216, for design services for Fountain Place Apartments.

ADOPTED: FEBRUARY 19, 2019

Attest:

Home Forward:

Michael Buonocore, Secretary

Mary Ann Herman, Chair



MEMORANDUM

To: Board of Commissioners

Date: February 19, 2019

From: Jonathan Trutt, Director,
Development and Community
Revitalization
503.802.8507

Subject: Authorize the Executive Director to
Execute a Contract with Peregrine
Relocations, LLC during the
Renovations of Group 6 under the
RAD/Sec. 18 Conversions
Resolution 19-02-04

Myriam Demezas, Relocation
Program Manager, Development
and Community Revitalization
503.802.8502

The Board of Commissioners is requested to authorize the Executive Director, or his designee, to enter into a contract with Peregrine Relocations, LLC in the amount not to exceed of \$1,709,408 to provide resident relocation services at Medallion and Williams Plaza Apartments.

Tenant relocation is a necessary component of our public housing subsidy conversion and renovation under Rent Assistance Demonstration (RAD) and Section 18 for 85 Stories - Group 6. This action supports Strategic Plan Goal, One Portfolio: Our real estate is stable for generations to come and meets the needs of the people and the neighborhoods it serves.

Generally, the vast majority of relocation needed as we continue to rehabilitate our public housing portfolio is temporary in nature, i.e. residents move from the apartments for a period of less than two months while the renovations occur. On rare occasions, we may need to relocate a household permanently to ensure compliance with the Low Income Housing Tax Credit (LIHTC) requirements necessary to complete 85 Stories (e.g.

household income limits in excess of 80% of median family income; or a prohibition on households comprised solely of full-time students).

Specific to 85 Stories Group 6, our resident relocation needs stem from Medallion (90 units comprised of a combination of 1BR and 2BR apartments for seniors and persons with disabilities) and Williams Plaza apartments (101 units comprised of a combination of Studio and 1BR units for seniors and persons with disabilities). The renovations at these properties will require households to move out of their homes for approximately 5-7 weeks.

The relocation process at both Medallion and Williams Plaza involves on-site temporary relocation, where most households move to an unoccupied floor within the same property and remain there while the renovations take place in their homes. At the end of the rehab work, these households move back to their original homes and a new set of households move in to the designated temporary dwellings. There will also be a number of households who will relocate to neighborhood hotels due to either reasonable accommodations and/or lack of available units on site.

In January 2019, Home Forward conducted a formal procurement process, issuing a Request For Proposals to identify and select a qualified firm to provide relocation services at both, Medallion and Williams Plaza apartments. One proposal was received. This outcome is not surprising as there are very few vendors available for this type of work. A selection committee was convened to review the proposal and ensure that the respondent was a qualified, responsible and reasonable candidate. The review included a cost analysis based upon current market and known costs. The not to exceed contract amount in the attached resolution is \$1,709,408, which includes a 10% contingency of \$155,401. This total is \$479,947 less than the \$2,189,355 currently budgeted for third-party relocation services for Group 6.

Authorizing this request will allow Home Forward to contract with Peregrine Relocations, LLC to coordinate all aspects of the relocation process. Tasks in the contract include but are not limited to:

- Securing and assembling furnishings in temporary dwellings
- Securing off-site housing as needed
- Preparing and coordinating delivery of appropriate resident notifications
- Conducting individual household assessments
- Providing ongoing case management to all households
- Contracting professional moving and packing services to assist residents

- Developing a comprehensive relocation plan for all individuals served
- Contracting third-party janitorial services for move-outs and prior to move-ins
- Contracting third-party pest control services



RESOLUTION 19-02-04

RESOLUTION 19-02-04 AUTHORIZES THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH PEREGRINE RELOCATIONS, LLC FOR TENANT RELOCATION SERVICES FOR MEDALLION AND WILLIAMS PLAZA APARTMENTS DURING THE 85 STORIES PROJECT

WHEREAS, temporary and permanent relocation will be required as part of the renovations planned for the 85 Stories Project - Group 6, and

WHEREAS, Home Forward completed a formal competitive RFP process to select a qualified provider of tenant relocation services for Medallion and Williams Plaza, and from the process Peregrine Relocations, LLC was the qualified selection, and

WHEREAS, Home Forward contracting rules require approval of the Home Forward Board of Commissioners for contract and contract amendments in excess of \$100,000;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Executive Director, or his designee, to execute a contract with Peregrine Relocations, LLC in the amount not to exceed \$1,709,408 for tenant relocation services.

ADOPTED: FEBRUARY 19, 2019

Attest:

Home Forward:

Michael Buonocore, Secretary

Mary Ann Herman, Chair

STAFF REPORTS

**Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 12/01/18 - 01/31/19**

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2092	0	Lorentz Bruun Construction	\$ 99,393.54	Fountain Place Apartments Renovation Design-Build	DCR	12/7/2018	3/30/2020
C2130	0	Squires Electric, Inc.	\$ 8,960.00	Install a new dumpster light pole and lighting fixtures for playground at Celilo	Prop Mgmt	12/10/2018	3/31/2019
C2139	0	Interstate Roofing	\$ 15,457.00	Roof replacement at Kramer Apartments	Asset Management	12/17/2018	2/28/2019
C2140	0	Northwest Concrete Design LLC	\$ 5,450.00	Replacement of sidewalk at Carlton Court	Property Management	12/17/2018	2/28/2019
C2137	0	Covenant Construction LLC	\$ 5,950.00	Demo and replace stairs and landing at Sellwood	Property Management	12/20/2018	2/28/2019
C2144	0	First Cascade Corporation	\$ 14,000.00	Office remodeling on 4th and 6th floor of NMW	Executive	12/26/2018	3/1/2019
C2119	0	Summit Reconstruction	\$ 7,787.00	Repair of dry-rot on deck of unit 319 at Humboldt Gardens	DCR	1/16/2019	12/31/2018
C2159	0	All Aspects Renovations	\$ 1,025.00	Bathroom door repair at Sellwood Center	Property Management	1/22/2019	2/28/2019
Subtotal			\$ 158,022.54				8

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2166	0	Canon Solutions America, Inc.	\$ 7,819.20	Copier at BCC - 4th floor	IT	4/13/2018	4/12/2021
C2167	0	Canon Solutions America, Inc.	\$ 3,645.60	Copier at Eastwood Court	IT	4/16/2018	4/15/2023

C2168	0	Canon Solutions America, Inc.	\$ 5,247.72	Copier at BCC - 1st floor	IT	4/16/2018	4/15/2021
C2169	0	Canon Solutions America, Inc.	\$ 5,535.72	Copier at Sellwood	IT	4/26/2018	4/25/2021
C2170	0	Canon Solutions America, Inc.	\$ 5,247.72	Copier at Schrunk	IT	4/26/2018	4/25/2021
C2171	0	Canon Solutions America, Inc.	\$ 5,247.72	Copier at Madrona	IT	6/6/2018	6/5/2021
C2172	0	Canon Solutions America, Inc.	\$ 19,430.64	Copiers at NMW	IT	6/6/2018	6/5/2021
C2133	0	Otis Elevator	\$ 14,209.00	Elevator repair at HWE	Property Management	12/11/2018	1/31/2019
C2141	0	Certified Indoor Environmental	\$ 4,552.00	Mold remediation at Tillicum North Unit 110 & Unit #115	Property Management	12/12/2018	2/28/2019
C2134	0	American Heating, Inc	\$ 42,864.00	HVAC mainitenance at HWE	Property Management	12/13/2018	12/31/2022
C2135	0	ValleyScapes Landscape Solutions	\$ 7,045.00	Landscaping at Gallagher Plaza	Property Management	1/2/2019	12/31/2019
C2136	0	ValleyScapes Landscape Solutions	\$ 8,928.00	Landscaping at Sellwood Center	Property Management	1/2/2019	12/31/2019
C2150	0	Alliance Flooring Services	\$ 5,871.80	LVT flooring replacement at Powellhurst Woods unit #18	Property Management	1/7/2019	2/28/2019
C2157	0	Aire Serv Heating & Air Conditioning	\$ 4,598.85	Furnace replacement at 3010 SE 171st Drive	Asset Management	1/23/2019	2/28/2019
C2160	0	NW Enforcement	\$ 27,300.00	Security services at BCC	Property Management	1/30/2019	1/31/2020
Subtotal			\$ 167,542.97				15

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2138	0	Great Northwest Environmental	\$ 27,560.00	Provide asbestos abatement oversight at Tamarack Apartments	DCR	12/11/2018	12/4/2019

C2142	0	The Giving Tree	\$ 5,000.00	Resident services at Dahlke Manor, Grace Peck, and Unthank Plaza	Community Services	12/17/2018	12/31/2019
C2143	0	Great Northwest Environmental	\$ 50,960.00	Asbestos and lead abatement, air monitoring/clearance at Schrunck	DCR	12/26/2018	2/29/2020
C2145	0	Melles Counseling & Consulting	\$ 30,000.00	Youth Coordinator: Anti Bullying, Youth Empowerment, Skill Building at SCC	Community Services	1/2/2019	12/31/2019
C2129	0	Cascadia Behavioral Healthcare	\$ 69,620.00	Rent assistance for participants in the Shelter Plus Care (SPC) Program	Homeless Initiatives	1/9/2019	11/30/2019
C2153	0	ECS	\$ 12,110.00	Elevator modernization consulting at Schrunck Tower	DCR	1/16/2019	12/31/2021
C2154	0	ECS	\$ 12,110.00	Elevator modernization consulting at Williams Plaza	DCR	1/16/2019	12/31/2021
C2155	0	ECS	\$ 11,250.00	Elevator modernization consulting at Medallions Apartments	DCR	1/16/2019	12/31/2021
C2132	0	Robert Half International	\$ 17,952.00	Temp Services for Accounting I position	FAAM	1/22/2019	2/1/2019
C2161	0	Robert Half International	\$ 14,500.00	Temp Services for Accounting II position	FAAM	1/22/2019	3/1/2019
C2149	0	Trash for Peace	\$ 36,400.00	Youth and senior education programs for residents living at: Rockwood Station, Humboldt Gardens, Dekum Court, Madrona Place, Fairview Oaks, Gateway Park, Gladstone Square, and BCC	Community Services	1/23/2019	12/31/2019
C2148	0	Bravo Web Solutions	\$ 1,125.00	Website and intranet maintenance	Executive	1/24/2019	1/1/2020
Subtotal			\$ 288,587.00				12

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
Total			\$ -				0

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C1932	1	Snugs Services	\$ 30,000.00	On-call snow removal services; amended to extend time and add funds	Property Management	12/5/2018	4/1/2019
C1976	1	Michael Mangum Enterprises	\$ 16,800.00	Youth violence prevention at New Columbia and Humboldt Gardens; amended to add funds	Community Services	12/5/2018	3/31/2019
C2082	1	W.B. Wells & Associates, Inc.	\$ 2,872.50	ALTA surveying to include the Tillicum North House	DCR	12/10/2018	1/15/2018
C1939	4	KASA Architects, inc	\$ 54,500.00	Window and siding replacement at Tamarack	DCR	12/11/2018	6/30/2019
C2014	1	Pegasus Moving & Cleaning	\$ 2,500.00	On-call housekeeping services for Home Forward residents; amended to add funds	Community Services	12/12/2018	4/30/2019
C1868	1	RFM, LLC	Revenue Contract	Cell Tower Management Services for Home Forward; amended to extend time	Prop Mgmt	12/14/2018	12/31/2019
C2015	2	GEO Consultants Northwest	\$ 6,600.00	Additional geotechnical observation and field engineering services during construction at Schrunk Riverview Tower	DCR	12/17/2018	2/28/2020
T1331	2	Ballard Spahr LLP	\$ 150,000.00	On-call legal services; amended to extend time and add funds	DCR	12/17/2018	7/31/2019
C2012	1	Elizabeth Bradley (E.B.) Ferdig	\$ 3,000.00	Chair yoga at Dahlke Manor; amended to add funds and time	Community Services	12/17/2018	12/31/2019
C2139	1	Interstate Roofing	\$ 2,908.00	Roof replacement at Kramer Apartments; amended to add gutter replacement	Asset Management	12/18/2018	3/15/2019
C1684	4	Reliant Search	\$ 45,000.00	On-call Temporary Labor Staffing Firms & Direct Hire Recruiters, RFP 02/16-304; amended to add funds	DBS-HR	12/26/2018	4/30/2019
C1709	5	John Keating	\$ 12,500.00	Grant writing, consultation and fund development at \$85/hr; amended to add funds and extend duration	Community Services	1/2/2019	12/31/2019
T1480	4	Forensic Building Consultants	\$ 40,000.00	On Call Building Envelope Consulting Services, adding money for Harold Lee Village and Tillicum north residence	DCR	1/4/2019	9/30/2019
C2139	2	Interstate Roofing	\$ 5,706.00	Roof replacement at Kramer Apartments; amended scope	Asset Management	1/7/2019	3/15/2019
C1772	3	Andrea Q Vintro	\$ -	Andrea Q Vintro, MS, RD, CSSD, LD Registered Dietician for the CHSP meal program; amended to extend contract	Community Services	1/8/2019	12/31/2019

C1809	3	Universal Lawncare Maintenance	\$ 58,670.00	Lawncare services at Tillicum North, Tillicum South, Stark Manor, Fir Acres, Eastwood Court, Alderwood & Madrona Place Apartments, Project Open Door, Nathaniels Way, Floresta, Townhouse Terrace, Demar Downs, Harold Lee Village, Powellhurst Woods, Hunters Run	Prop Mgmt	1/9/2019	2/28/2019
C1917	1	G & L Janitorial	\$ 86,940.00	Custodial services for NMW; amended to extend duration and add funds	Executive	1/14/2019	1/1/2020
C2083	1	KPFF Consulting Engineers	\$ -	ALTA surveying at Medallion; amended for time	DCR	1/14/2019	4/30/2019
C2084	1	KPFF Consulting Engineers	\$ -	ALTA surveying at Williams Plaza; amended for time	DCR	1/14/2019	4/30/2019
C2144	1	First Cascade Corporation	\$ 1,701.00	Office remodeling on 4th and 6th floor of NMW; amended scope	Executive	1/14/2019	3/1/2019
C1668	4	Amanda Morris	\$ 2,000.00	Foot care clinic at BCC	Community Services	1/15/2019	12/31/2019
C2133	1	Otis Elevator	\$ 5,768.00	Elevator repair at HWE; amended to add elevator door repair	Property Management	1/15/2019	2/28/2019
C1692	5	Amanda Morris	\$ 33,420.00	Foot care clinic for residents at Williams Plaza, Medallion, Gallagher Plaza, Sellwood Center, Schrunck, Ruth Haefner, NW Tower, HWE, Unthank, Grace Peck, Dahlke, Rosenbaum, Pearl Court, Holgate House, Jeffery	Community Services	1/16/2019	12/31/2019
C2098	1	Hedgehog Tree Care Inc.	\$ -	Create tree protection plans for Hunters Run, Alderwood, Floresta, and Powellhurst Woods	DCR	1/16/2019	4/30/2019
C1682	5	Central City Concern	\$ 25,000.00	On-call Temporary Labor Staffing Firms & Direct Hire Recruiters, RFP 02/16-304; amended to add funds	DBS-HR	1/17/2019	4/30/2019
C1830	1	Jason Heglund	\$ -	On-call consultation, production, design and photography; amended to add time	Community Services	1/17/2019	12/31/2019
C2040	1	NW Enforcement	\$ 3,000.00	Security Services for Celilo Court; amended to add time and money	Property Management	1/17/2019	3/31/2019
T1804	2	IRS Environmental	\$ -	On-call Hazardous Material Abatement. IRFP 12/16-326; extending duration	Prop Mgmt	1/18/2019	1/31/2020
T1806	2	Phil-Am Enterprises DBA Environmental Resources Inc	\$ -	On-call Hazardous Material Abatement. IRFP 12/16-326; amended to extend duration of contract	Prop Mgmt	1/18/2019	1/31/2020
C1998	1	Megan Ashlock	\$ 12,367.53	Harvest Share program coordinator managing the New Columbia Youth Empowerment Program (YEP)	Community Services	1/23/2019	12/31/2019
C2121	1	Ultimate Pest Control LLC	\$ -	Wood Destroying Organism Reports for the Red Group 1& 2 Family properties	DCR	1/23/2019	4/30/2019
C2133	2	Otis Elevator	\$ 14,209.00	Elevator repair at HWE; sheave replacement	Property Management	1/23/2019	2/28/2019

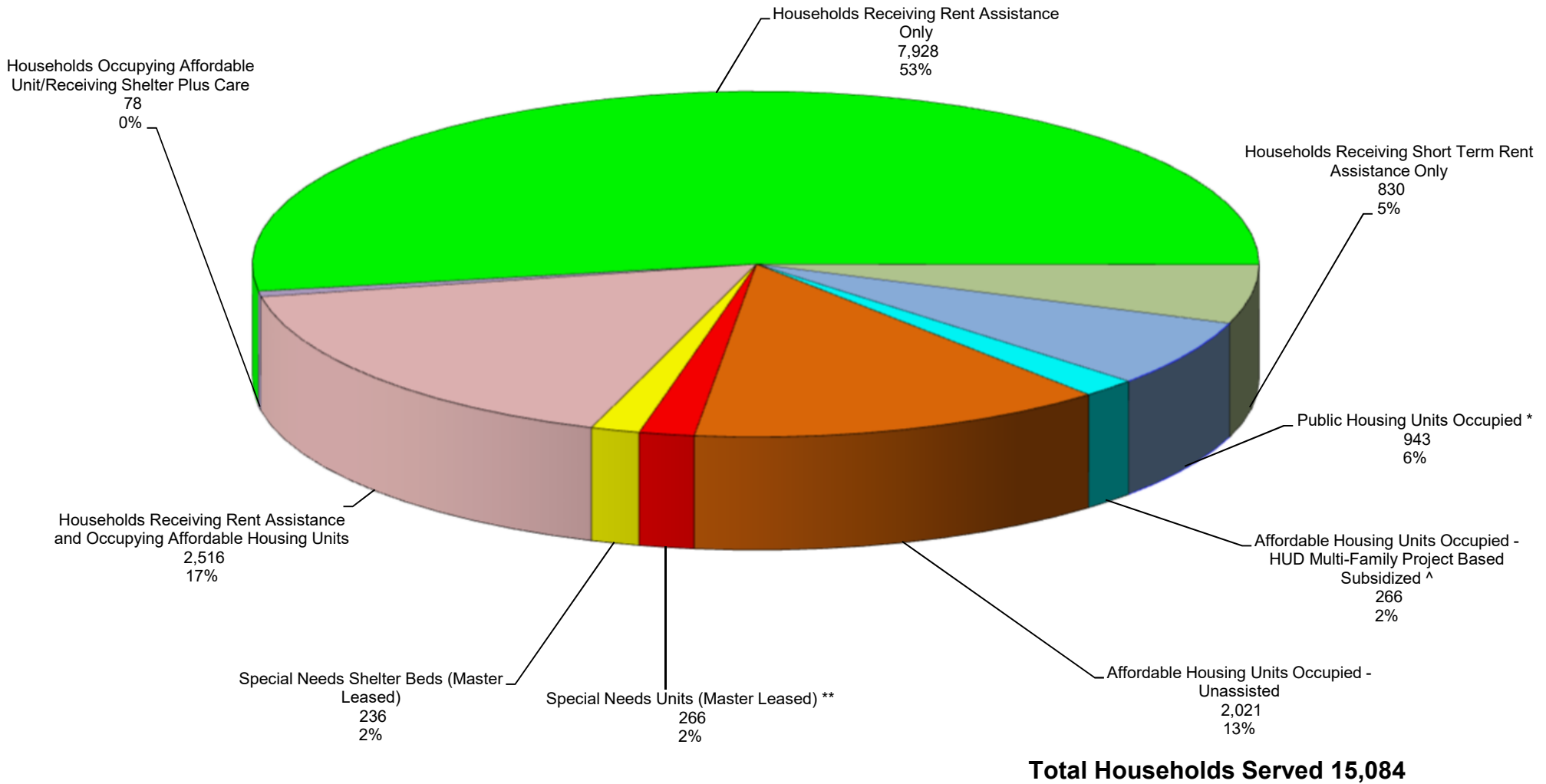
C2060	1	W.B. Wells & Associates, Inc.	\$ -	Surveying at Hunter's Run, Floresta, Powellhurst, Alderwood, and Harold Lee Village	DCR	1/24/2019	5/31/2019
C2082	2	W.B. Wells & Associates, Inc.	\$ -	ALTA surveying at Tillicum North & Tillicum South; amended to add time	DCR	1/24/2019	5/31/2019
C2143	1	Great Northwest Environmental	\$ 16,065.00	Asbestos and lead abatement, air monitoring/clearance at Schrunck; amending scope	DCR	1/24/2019	2/29/2020
C1631	2	Transition Projects, Inc.	\$ 72,100.00	Resident Services at Peter Paulson Apartments, Gretchen Kafoury Apartments and St. Francis Apartments; Amended to extend time and money	Community Services	1/25/2019	12/31/2019
C2161	1	Robert Half International	\$ 70.00	Temp Services for Accounting II position; amended due to error on hourly rate	FAAM	1/28/2019	3/1/2019
C1710	4	The Giving Tree	\$ 6,456.00	Resident Services at Fountain Place	Community Services	1/30/2019	12/31/2019
Subtotal			\$ 710,153.03				38

OTHER AGREEMENTS (3rd Party contracts, MOU's, IGA's)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
GO2156	0	GTG Consultants, PC	\$ 20,000.00	CNA for The Ellington	DCR	1/29/2019	6/30/2019
Subtotal			\$ 20,000.00				1
Total			\$ 1,344,305.54				74

HOUSEHOLDS SERVED REPORT

Total Households Served: Rent Assistance and Occupied Housing Units January 2019



^ Consists of Grace Peck Terrace, Multnomah Manor, Plaza Townhomes, Rosenbaum Plaza, Unthank Plaza

* Includes Local Blended Subsidy

^^ Total Short Term Rent Assistance less the Households Occupying Affordable Units/Receiving Shelter Plus Care

** Special Needs are physical units as occupancy levels that are not reported to Home Forward by service providers master leasing these properties.

Households Served

Households Served Through Housing Supports January 2019

Rent Assistance	All Programs	Moving to Work Programs	Non-MTW Programs
Rent Assistance Vouchers - Home Forward Funded	10,444	7,798	1,780
Tenant Based Vouchers	5,460	5,460	
Project Based Vouchers	1,447	1,447	
Hi Rise Project Based Vouchers	646	891	
RAD Project Based Vouchers	891		
Section 18 Project Based Vouchers	220		
Single Room Occupancy (SRO)/MODS	491		491
Family Unification Program	92		92
Veterans Affairs Supportive Housing (VASH)	574		574
Rent Assistance - PORT IN From Other Jurisdiction	623		623
Short Term Rent Assistance Programs	908	24	884
Shelter + Care	462		462
Locally Funded Short Term Rent Assistance	422		422
Earl Boyles	11	11	
MIF Funded Short Term Rent Assistance	-	-	
Alder School	-	-	
New Doors	5	5	
Employment Opportunity Program	8	8	
Work Systems Inc. - Agency Based Rent Assistance	-	-	
Total Rent Assistance	11,352	7,822	2,664
Subsidized Housing Units			
Public Housing Units Occupied	943	943	-
Traditional Public Housing units Occupied	943	943	
Affordable Housing Units Occupied (excluding PH subsidized)	4,881		4,661
Affordable Housing Units - Tenant Based Vouchers	505		505
Affordable Housing Units - Shelter + Care	78		78
Affordable Housing Units - Project Based Vouchers	138		138
Affordable Housing Units - Hi Rise Project Based Vouchers	891		891
Affordable Housing Units - RAD Project Based Vouchers	646		646
Affordable Housing Units Section 18 Project Based Vouchers	220		
^ Affordable Housing Units - HUD Multi-Family Project Based	266		266
Affordable Housing Units - VASH Vouchers	74		74
Affordable Housing Units - Family Unification Program	2		2
Affordable Housing Units - Section 8 Port In	40		40
Affordable Housing Units - Unassisted	2,021		2,021
Special Needs	502		502
Special Needs Units (Master Leased) **	266		266
Special Needs Shelter Beds (Master Leased)	236		236
Total Households Occupying Housing Units	6,326	943	5,163
Total Housing Supports Provided to Household	17,678	8,765	7,827
Household Occupying Affordable Unit/Receiving Home Forward Rent Assistance	(2,516)		(2,516)
Households Occupying Affordable Unit/Receiving Shelter Plus Care	(78)		(78)
Total Households Served	15,084	8,765	5,233

Notes:

- ^ Consists of Grace Peck Terrace, Multnomah Manor, Plaza Townhomes, Rosenbaum Plaza, Unthank Plaza
- ** Special Needs are physical units as occupancy levels that are not reported to Home Forward by service providers master leasing these properties.

DASHBOARD REPORT

Home Forward - Dashboard Report For January of 2019

Property Performance Measures

Occupancy	Number of Properties	Physical Units	Rentable Units	Vacant Units	Occupancy Percentage	Unit Mix						Total
						Studio/SRO	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm	5+ Bdrm	
Public Housing	26	960	960	17	98.2%	75	444	233	202	6	0	960
Affordable Owned	26	2,431	2,431	59	97.6%	919	719	581	182	30	0	2,431
Tax Credit Partnerships	26	2,548	2,548	39	98.5%	752	825	508	308	138	17	2,548
Total Affordable Housing	52	4,979	4,979	98	98.0%	1,671	1,544	1,089	490	168	17	4,979
Combined Total PH and AH	78	5,939	5,939	115	98.1%	72	191	12	6	0	0	5,939
Special Needs (Master Leased)	29	266	266									
Special Needs (Shelter Beds)	3	236	236									
Total with Special Needs	110	6,441	6,441									

* property/unit counts also included in Affordable Housing Count

Financial	Fiscal YTD ending 9/30/2018				12/31/18		
	# of Properties/units Positive Net Operating Income (NOI)	# of Properties/units Negative Net Operating Income (NOI)	# of Properties meeting Debt Coverage	# of Properties not meeting DCR	# of Properties DCR Not Applicable		
Public Housing	7	447	19	513			
Affordable Owned	17	1,821	9	610	5		
Tax Credit Partnerships	5	566	23	1,982	12		

Public Housing Demographics	Households				% Family Type (head of household)				2156 Race % (head of household)					
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly	Black African American	White	Native American	Asian	Hawaiian/Pacific Island	Hispanic/ Latino
	Public Housing Residents	193	20.5%	2.6	1.9	9.3%	11.1%	1.2%	5.8%	4.4%	10.5%	1.2%	0.4%	0.9%
0 to 10% MFI	404	42.8%	1.6	1.4	33.6%	9.2%	15.8%	19.8%	7.8%	26.4%	1.8%	1.9%	0.7%	4.2%
11 to 20%	189	20.0%	2.1	1.7	13.3%	6.8%	8.1%	5.8%	2.8%	12.0%	0.6%	1.5%	0.2%	3.0%
21 to 30%	118	12.5%	2.7	2.1	5.2%	7.3%	3.0%	2.9%	2.4%	6.0%	0.4%	0.6%	0.2%	2.9%
31 to 50%	30	3.2%	3.0	2.4	1.4%	1.8%	0.4%	0.5%	0.5%	1.1%	0.1%	0.4%	0.1%	1.1%
51 to 80%	9	1.0%	2.7	2.3	0.8%	0.1%	0.2%	0.1%	0.2%	0.6%	0.0%	0.0%	0.0%	0.1%
Over 80%	943	100.0%	2.4	2.0	63.6%	36.4%	28.6%	35.3%	18.1%	56.6%	4.0%	4.8%	2.1%	14.4%

Waiting List	Households				% Family Type (head of household)				2156 Race % (head of household)					
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly	Black African American	White	Native American	Asian	Hawaiian/Pacific Island	Hispanic/ Latino
0 to 10% MFI	5,469	40.6%	9.5	1.4			2.0%	12.5%	13.2%	18.8%	1.9%	1.0%	0.6%	3.8%
11 to 20%	3,993	29.8%	2.0	1.4			3.7%	14.3%	9.1%	14.4%	1.3%	0.4%	2.7%	0.5%
21 to 30%	2,151	16.0%	2.3	1.4			2.2%	4.8%	4.5%	7.9%	0.6%	0.8%	0.2%	0.3%
31 to 50%	1,492	11.1%	2.6	1.4			1.3%	2.1%	3.3%	4.9%	0.3%	0.7%	0.2%	1.5%
51 to 80%	277	2.1%	2.6	1.3			0.2%	0.3%	0.7%	0.8%	0.1%	0.2%	0.1%	0.2%
Over 80%	99	0.7%	2.5	1.3			0.1%	0.2%	0.3%	0.3%	0.0%	0.0%	0.0%	0.1%
All	13,481	100.0%	3.6	1.4			9.4%	34.2%	31.0%	47.1%	4.2%	3.9%	1.5%	10.0%

Other Activity	Count
Public Housing	330
Names pulled from Wait List	0
Denials	0
New rentals	0
Vacates	0
Evictions	0
# of work orders received	1,994
# of work orders completed	1,773
Average days to respond	14.1
# of work orders emergency	0
Average response hrs (emergency)	0

Rent Assistance Performance Measures

Utilization and Activity	Current Month Status						Current Month Activity			Calendar Year To Date					
	Authorized Vouchers	Utilized Vouchers	Utilization	Average Voucher	HUD Subsidy Over / (Under)	Remaining Waiting List	Waiting List Names	New Vouchers Leased	Vouchers Terminated	Voucher Inspections Completed	Utilization	Average Voucher	HUD Subsidy Over / (Under)	New Vouchers Leased	Vouchers Terminated
	Tenant Based Vouchers	6,351	5,460	86%	\$793	-491,928	3,065	0	3	14	458	86%	\$793	-491,928	3
Project Based Vouchers	2,400	2,313	96%	\$807	-224,780			21	23	58	96%	\$807	-174,247	21	23
VASH Vouchers	664	574	86%	\$749	-34,543			7	4	43	86%	\$749	-34,543	7	4
FUP Vouchers	100	92	92%	\$943	3,318			0	0	6	92%	\$943	3,318	0	0
RAD Project Based Vouchers	903	891	99%	\$744	42,839			7	8	13	99%	\$744	42,839	7	8
SRO/MOD Vouchers	512	491	96%	\$439	-45,519			4	10	28	96%	\$439	-45,519	4	10
All Vouchers	10,930	9,821	90%	\$773	-301,054			42	59	606	90%	\$773	-351,587	42	59

Home Forward - Dashboard Report For January of 2019

Demographics

	Households				% Family Type (head of household)				Black African American	White	Native American	Asian	Hawaiian/ Pacific Islnd	Hispanic/ Latino	
	# of Households	% of Households	Average Family Size	Average Unit Size	Adults no Children	Family with Children	Elderly	Disabled Not Elderly							
Tenant Based Voucher Participants															
2,265.88 0 to 10% MFI	992	16.7%	2.3	2.0	8.0%	8.7%	0.8%	4.6%	6.5%	7.8%	0.7%	0.3%	0.2%	1.1%	
11 to 20%	2,394	40.3%	1.8	1.8	31.0%	9.4%	15.6%	16.7%	13.3%	20.6%	1.0%	3.1%	0.2%	2.2%	
21 to 30%	1,363	23.0%	2.2	2.0	14.5%	8.5%	8.9%	6.8%	7.5%	12.5%	0.4%	1.2%	0.2%	1.2%	
31 to 50%	982	16.5%	2.9	2.4	6.9%	9.6%	3.1%	3.6%	7.0%	7.1%	0.3%	0.7%	0.2%	1.2%	
51 to 80%	190	3.2%	3.0	2.6	1.1%	2.1%	0.3%	0.5%	1.7%	1.1%	0.1%	0.1%	0.0%	0.2%	
Over 80%	16	0.3%	3.6	2.6	0.1%	0.2%	0.1%	0.0%	0.1%	0.1%	0.0%	0.0%	0.0%	0.0%	
All	5,921	100%	2.6	2.2	61%	38%	29%	32%	36%	49%	2%	5%	1%	6%	
Project Based Voucher Participants															
0 to 10% MFI	781	24.2%	1.9	1.5	14.8%	9.4%	1.5%	7.7%	6.5%	13.3%	1.1%	0.5%	0.3%	2.5%	
11 to 20%	1,427	44.2%	1.6	1.3	36.6%	7.6%	15.3%	21.2%	10.7%	26.7%	1.6%	1.3%	0.2%	3.6%	
21 to 30%	593	18.4%	2.0	1.6	13.4%	5.0%	7.8%	5.0%	4.2%	11.5%	0.3%	0.6%	0.2%	1.6%	
31 to 50%	343	10.6%	3.0	2.1	4.5%	6.1%	2.6%	1.6%	3.5%	4.1%	0.4%	0.2%	0.2%	2.2%	
51 to 80%	73	2.3%	3.0	2.3	1.0%	1.3%	0.2%	0.2%	0.8%	0.6%	0.1%	0.0%	0.0%	0.7%	
Over 80%	11	0.3%	2.4	1.9	0.2%	0.1%	0.0%	0.1%	0.1%	0.2%	0.0%	0.0%	0.0%	0.1%	
All	3,217	100%	2.3	1.8	70%	29%	27%	36%	26%	56%	4%	2%	1%	11%	
Waiting List															
0 to 10% MFI	1	100.0%	2.0			0.0%			100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
11 to 20%	140	26.4%	2.5			1.9%			8.8%	12.2%	1.2%	0.8%	0.2%	2.4%	0.8%
21 to 30%	70	13.2%	2.6			2.4%			3.5%	7.1%	0.2%	0.6%	0.0%	1.3%	0.6%
31 to 50%	55	10.4%	2.7			0.9%			3.5%	4.7%	0.3%	0.5%	0.6%	0.8%	0.0%
51 to 80%	13	2.4%	3.0			0.2%			1.2%	0.9%	0.0%	0.0%	0.0%	0.3%	0.0%
Over 80%	8	1.5%	2.4			0.2%			0.4%	0.2%	0.0%	0.2%	0.0%	0.2%	0.0%
All	287	153.9%	2.6			5.6%			13.0%	117.1%	25.9%	1.7%	2.1%	8.8%	5.0%
Short Term Rent Assistance															
	# of Households Participating	\$ Amount of Assistance Provided	Average Cost per Household												
Shelter Plus Care	462	\$378,781	820												
Short Term Rent Assistance	446	\$476,075	1,067												

Resident Services

Resident Programs

Housing Program Served	Households Served/ Participants	Monthly Funding Amount	Average Funds per Participant	
Congregate Housing Services * as of previous month	Public Housing	143	\$83,720	\$585.46

Resident Services Coordination	Public Housing	# Interventions regarding lease violations				# Events		# Event Attendees	
		appointments assisting residents to connect and utilize community	# Events	# Event Attendees	# Events	# Event Attendees			
		192	1258	170	1742				

	# of Participants	Escrow \$ Held	New Enrollees	# of Graduates	Escrow \$ Disbursed	Terminations or Exits	Escrow \$ Forfeited	Avg Annual Earned Income Increase Over Last Year	Escrow \$ Forfeited	Avg Annual Earned Income Increase Over Last Year
Nine months ending 12/31/2017	Public Housing	32	\$131,317	0	0	\$0	0	\$0	\$3,704	
Twelve months ending 3/31/2018	Section 8	398	\$1,416,805	0	0	\$0	0	\$0	\$1,966	

Agency Financial Summary

Six months ending 9/30/2018	Fiscal Year to Date	Prior YTD	Increase (Decrease)
Subsidy Revenue	\$53,470,426	\$52,557,392	\$913,034
Grant Revenue	\$8,774,592	\$7,874,324	\$900,268
Property Related Income	\$10,850,083	\$10,260,155	\$589,928
Development Fee Revenue	\$423,024	\$935,174	(\$512,150)
Other Revenue	\$5,370,801	\$4,352,676	\$1,018,125
Total Revenue	\$75,428,448	\$72,895,199	\$2,533,250
Housing Assistance Payments	\$51,565,837	\$48,835,359	\$2,730,478
Operating Expense	\$24,149,049	\$23,061,280	\$1,087,769
Depreciation	\$4,286,694	\$4,218,295	\$68,399
Total Operating Expenses	\$80,001,580	\$76,114,934	\$3,886,646
Operating Income	\$4,573,132	\$3,219,735	\$1,353,396
Other Income(Expense)	-\$520,108	\$130,563	(\$650,671)
Capital Contributions	-\$783,596	\$5,326,316	(\$6,109,913)
Increase(Decrease) Net Assets	\$3,269,427	\$8,676,615	(\$2,893,604)
Total Assets	\$461,765,893	\$454,873,356	\$6,892,538
Liquidity Reserves	\$21,048,576	\$20,996,584	\$51,992

Development/Community Revitalization

New Development / Revitalization

	Units	Construction Start	Construction End	Current Phase	Total Cost	Cost Per Unit
Square Manor						
Gladstone Square	48	Mar-17	Apr-18	Post Construction	\$11,191,518	\$233,157
Multnomah Manor	54	Aug-17	Jan-18	Post Construction	\$9,949,559	\$168,860
NE Grand	240	Dec-17	Oct-20	Pre-Construction	\$76,923,525	\$320,515
North Group Rehab Project	350	Dec-18	Oct-21	Pre-Construction	#####	\$306,493

Capital Improvement

Fairview Woods Recladding	N/A	Jun-17	Feb-19	Construction	\$3,900,000	N/A
Richmond Place Rehab	21	Nov-17	Dec-18	Capital Improvement	\$850,000	\$28,571